

## **Ready, Set, Hire**



**BRANDON GULBRONSON**

Sioux City, IA

***Are you looking for a dependable, reliable, driven and motivated individual? Then look no further.....we have the person for you!***

### **BRANDON IS EDUCATED...**

- Brandon is a graduate of Iowa Lakes Community College, with an Associate's Degree in Administrative Assistant.
- Brandon has obtained a Silver on the National Career Readiness Certificate (NCRC).
- Brandon obtained a certification for completing the Walgreen's Retail Employees with Disabilities Initiative (REDI) program.

### **BRANDON HAS WORK EXPERIENCE...**

- Brandon has had a job since his sophomore year in high school.
- IVRS assisted with Brandon obtaining his first job at Hy-Vee as a courtesy clerk.
- Brandon has worked in three different Hy-Vee stores since his initial hire date. Brandon was employed during college and is still employed with Hy-Vee today.
- Brandon has experience in sanitation, working for Wells Blue Bunny in a temporary position for almost 6 months. Brandon worked day hours and over full time for the duration he was employed.
- Brandon completed an internship with Great West Insurance while in College.

- Brandon worked part time at Short Staffed, as needed, in an office assistant role.

### **BRANDON IS A LEADER...**

- Brandon was 1 of 20 across the state of Iowa selected to participate in the Youth Leadership Forum (YLF).
- Brandon received awards of excellence and achievement in college.
- Brandon received an award for perfect attendance in college.

### **BRANDON HAS EVERYTHING YOU WANT IN A GOOD EMPLOYEE...**

- Dependable- Brandon never misses work. You would know something was wrong if he was not at work.
- Reliable- Brandon is always early to work. He plans ahead for any delays and always arrives ahead of scheduled time. He has a car and drives.
- Sense of humor- People enjoy being around him and feel he makes work enjoyable.
- Dedicated- Brandon knows you have given him an opportunity by hiring him and he does everything he can to assure you made the right decision.
- Honest- Brandon is devoted to each employer who has hired him.

### **BRANDON CAN OVERCOME ANYTHING IF GIVEN A CHANCE TO PROVE IT...**

Brandon is very literal and doesn't have a filter at times.

*EX: Brandon walked into Short Staffed for his interview and said to the interviewer- "I didn't know Short Staffed really meant you hire short people". The individual was shorter than him and he just stated it as he saw it.*

**POSITIVE...** In all the places Brandon has worked, people love this about him once they get to know him. He is very humorous and people really do enjoy working with him.

- Things that may be difficult for Brandon are other duties associated with many administrative assistant positions such as: answering phones, taking messages, or greeting customers.
- Brandon would excel in positions with data entry, scanning or filing.

Brandon would do best with clear expectations, defined tasks and repetition.

- Identifying lunch and breaks or any timelines/due dates would be beneficial.
- Providing examples of what is expected would ensure it was done this way every time.

### **BOTTOM LINE...**

- Although Brandon has training in administrative assistive, he is interested in any kind of work.
- Brandon is looking for a place he can work until he retires.

- Brandon wants to become part of a work family.
- Brandon wants a full time job to support himself.
- Brandon would be open to employment anywhere from LeMars-Sioux City.
- **You as his employer, would be lucky to have Brandon as an employee!**

Contact Mindy Collins at 712-255-8871 or [send email](#) to arrange an interview with Brandon.